



Tennessee Department of Environment and Conservation
Policy Analyst
Office of Policy and Planning
Annual Salary Range: \$48,948 - \$88,116

About the Tennessee Department of Environment and Conservation (TDEC)

The Department exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Safeguarding the health and safety of Tennessee citizens from environmental hazardsProtecting and promoting human health and safety.
- Protecting and improving the quality of Tennessee's land, air, and water.
- Managing the system of 56 Tennessee State Parks and 83 Natural AreasConserving and promoting natural, cultural and historic resources.
- Providing a variety of quality outdoor recreational experiences.

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from fees for services, state parks revenue, federal sources, and the state general fund. TTDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has a central office in Nashville and has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

About the Office of Policy and Planning

The Office of Policy and Planning conducts short and long term environmental policy research and analysis, implements strategic planning and process management initiatives and performs Title VI and Environmental Justice functions that are necessary to fulfill the Department's mission. The Policy Office works collaboratively within the Department and with other state Departments to implement strategic initiatives and identify innovative, cost effective opportunities for state government to enhance the quality of life for Tennessee citizens and natural environments. The Policy Office also works to engage federal, state and local government agencies as well as non-governmental organizations and the academic and business community to exchange views on matters relevant to environmental policy. The office coordinates and facilitates department staff in order to produce valuable research, to identify more effective, innovative solutions, and to make better decisions about actions that improve the environment, recreational resources and quality of life for individuals in Tennessee.

Summary of Position

This Executive Service position is located in Nashville, TN. The selected candidate will work within the Office of Policy and Planning to assist the Director and Senior Policy Analyst as a supportive research analyst to establish and/or amend program and department level policies. Major responsibilities include: supporting the

planning and implementation of policy initiatives for TDEC, support the planning and implementation of strategic planning initiatives for the Department, and assist with the implementation of special projects including LEAN initiatives.

Principal Duties and Responsibilities

- Conduct research of issues to determine historical treatment of the issue, determine state, regional, national or international trends, and scientific technical data if applicable. The analyst will utilize the research to develop white papers (or other work products) which summarize the research information, provides thoughtful discussion and analysis of options or other subsets of information and provide a recommended position(s) for the program or Department.
- Assist with developing stakeholder outreach and a communication and implementation plan for new policies as well as tracking adopted policies.
- Work with the Director and Sr. Policy Analyst in planning and implementing meetings and brainstorming sessions with other senior management applicable TDEC staff to identify the strategic goals and objectives for the Department.
- Conduct required research on the programs and processes of departmental peer organizations.
- Plan and implement methods of communication to share strategic goals and objectives to the Department.
- Assist the Director and Sr. Policy Analyst in establishing division specific goals and objectives that align the TDEC's overall mission and Customer Focused Government Goals.
- Support the implementation of LEAN initiatives across the Department. Position will participate in LEAN leadership and LEAN facilitation training to better identify and prioritizing departmental projects for LEAN.

Knowledge, Skills and Abilities

The successful candidate will have a demonstrated ability to function as an independent researcher, analyst and advocate for the Department's civil litigator with minimal guidance in a highly demanding work environment and possess the following attributes:

- Results oriented individual with a commitment to the mission of the Department.
- Strong research and keen analytical skills which support tactical and strategic decision-making abilities; have the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Able to write clearly and succinctly in a variety of communication settings and styles getting information across with the desired effect.
- Is future oriented; can create competitive and breakthrough strategies and plans anticipating future consequences and trends accurately.
- Deals with concepts and complexity comfortably.
- Is task oriented; able to break down work into the process steps; develops schedules and anticipates/adjusts for problems and roadblocks. Measures performance against goals and evaluates results.
- Is dedicated to meet the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect.
- Demonstrates high integrity and good judgment.

Education / Experience:

Applicants must possess a Bachelors' degree, as well as a graduate degree in one of the following areas: Doctor of Jurisprudence (current active Tennessee law license required); Masters of Business Administration, Environmental Law, Policy and Planning, Economics, or Public Administration. Other graduate level degrees will be considered that support the requirements of the position.

All interested candidates should submit via email (**TDEC.Careers@tn.gov**) resume, cover letter, and writing sample to Beth Smith. The position will remain posted until January 30, 2015. Questions can be addressed to Beth Smith at (615) 253-5907 or TDEC.Careers@tn.gov.

Beth Smith, Talent Management Director

Tennessee Department of Environment and Conservation

William R. Snodgrass TN Tower, 2nd Floor

312 Rosa L. Parks Avenue

Nashville, TN 37243

TDEC is an AA/EEO/ADA employer.